

Reporting Checklist Work Furlough Facility (WF)

Within 48 hours of Sentencing

- ☐ Call the WF at (619) 232-8600 (M-F: 8:00am-5:00pm)
- ☐ Report Date: _____
- ☐ Tell your employer that you will be participating in the WF program and you will need to take your report date off from work.
 - Let your employer know CAI staff will be calling them during your stay in the facility, to verify work schedules and conduct phone checks and on-site checks.
 - You must designate a contact person (such as your supervisor) from your place of employment that CAI staff may speak with.
- ☐ In addition, there is a medical screening, which may require you to return to the facility by 6:30pm on at least one or two evenings within the week of your report date.
- ☐ If you are attending school, you must provide proof of enrollment along with your class schedule.
 - In order to continue your education, you must be working at least 35 hours a week.

Reporting For Intake

- ☐ Report to the Probation Oversight Unit by 8:00am on your court ordered report date. The address is 5201 Ruffin Road Ste. R, San Diego, CA. 92123
- ☐ Bring a copy of your court order and any other court related documents.

Failure to report on time can and will result in a warrant being issued for your arrest. If you are no longer employed, do not wish to partake in the WF program or think you are no longer eligible for the program, you must self-surrender on your report date to jail, as indicated on the court docket. If you are not certain whether you qualify for the program, you should still report to WF on your report date for further instructions.
- ☐ You must bring documents that will establish your identity and U.S. residency (i.e. driver's license, social security card, U.S. passport, birth certificate, green card, etc.).
- ☐ Please note that this is a co-ed facility. You will only be housed with people of your same sex, however, there are both males and females that live at this facility.
- ☐ Bring a \$300 down payment (money order or cashier check ONLY).

It is required that you bring in a \$300 down payment when you report to the WF (money order or cashier check ONLY). The down payment will be applied to your daily fees. If you are unable to bring a down payment, you must still report to WF.
- ☐ The fee is \$42 per day. A financial contract will be prepared the day you report for custody.
 - Bring documentation concerning your checking, savings and credit card accounts. There is no grace period on fees due and payable.
 - Those persons who refuse to pay their fee on the date due shall be subject to disciplinary sanctions up to and including loss of good time (PC4019 credits) and transfer to jail.
- ☐ You must bring employer contact information and documents that will establish your employment (i.e. most recent paystub), so CAI staff can confirm your employment on the day you report.
 - If CAI staff is unable to reach your employer on the day you report it could result in you not being eligible for the program. Therefore, please ensure your employer is available to speak with CAI staff on your report date and that you have the correct employer contact phone number and address..
 - If you are self-employed you must provide a business license, 1099's/tax returns. You may not conduct your job out of your residence.
 - Any office space must have a landline and bathroom facilities.
 - You must be employed a minimum of 35 hours per week within San Diego County and be scheduled to begin work immediately.
 - Cash paid jobs are not permitted; proper withholdings must occur.

- Any jobs that are commission based must average to the prevailing wage and provide documentation of earnings (i.e. paycheck, 1099s).

What to pack for your report date

- ☐ Personal hygiene items (must be alcohol free and non-aerosol).
- ☐ Work and leisure clothing
- ☐ Unopened powdered laundry products (non-bleach)
- ☐ Prescription medications (upon arrival, will be turned over to CAI staff).
 - All prescription medication must be current (not expired), have a dosage indicated, your name and physician and/or pharmacy listed on the bottle.
 - Over-the-counter medications must be in their original, unopened container and must be alcohol free.
- ☐ Battery operated alarm clock
- ☐ Pen and notepad as there will be lots of information given during orientation.
- ☐ Coins to use for pay telephones, vending machines, and laundry machines.
- ☐ You must be able to secure all your personal belongings in one standard locker. An individual may be able to drop off items, one-time, within the first seven days of your arrival.
- ☐ **PLEASE NOTE: Do NOT bring any of your personal belongings (i.e. clothing, hygiene items, etc.) with you when you report to the Probation Oversight Unit on your report date. You may only bring medication, identification, court documents, work related documents, etc. that you will need during the intake process. A friend or family member will need to drop off your belongings on your report date between 2pm and 5pm at the Work Furlough Facility, located at 551 S. 35th St. San Diego, CA. 92113.**

What NOT to bring on your report date

- ☐ Pagers, computers, televisions, cameras, cellular phones or chargers, MP3 player with video, picture, and/or phone capabilities.
 - Cellular phones can be kept in your vehicle and/or at your place of employment. If you need any phone numbers out of your cellular phone prior to reporting, please write them down on a piece of paper and bring it with you for reference.
- ☐ Electrical items to include radios, clocks and fans
- ☐ Food or drink items (this includes chewing gum)
- ☐ Knives, scissors or any other weapons
- ☐ The following items may not be brought in or worn any time while in the WF: Clothing with logos considered by staff to be distracting, inappropriate, gang or occult oriented or with any drug, sex or alcohol insignia.
- ☐ This is a **non-smoking** facility. Do not bring any smoking/tobacco/lighters/matches or any other smoking paraphernalia.

Transportation

- ☐ You will be responsible for getting to and from work. Public transportation is available and a schedule can be done on the day that you report. In appropriate cases, you may apply to drive or have an approved designated driver. If you need to use a private vehicle or request a designated driver, you must submit the following:
 - A valid California driver's license for the driver.
 - Proof on insurance with the expiration date. The driver's name must be listed on the policy.
 - Valid, current registration must be submitted. If the driver is not the registered owner, you must submit written authorization from the registered owner that the driver has permission to use the automobile.
 - A driving request form and/or designated driver form must be submitted to CAI with the required documentation.
- ☐ If public transportation is not practical and you have provided the above information, you may be authorized to drive your own vehicle or utilize a designated driver. If you are required to drive a company vehicle, you will still be required to submit the same information on the company vehicle. In order to process your request to drive it is recommended that you submit all required paperwork at least **seven (7) days prior** to your scheduled report date.